

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-11
Policy Title: Room Rental	Policy Approval Date: 04/15/25
Chairperson: V. Duke	Policy Review Date: 01/29

Intent:

Meeting rooms in the Muskoka Lakes Public Library (herein after referred to as the Library) bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. The Library has three rooms for Library use and Library-related programs and meetings. Two of these rooms, the study room and activity room, are also available for rental by individuals, groups, businesses and organizations.

Regulations:

- The *Public Libraries Act* allows the Muskoka Lakes Public Library Board (herein after referred to as the Board) to charge for the use of the parts of a building that are not being used for public library purposes.
- Federal, provincial and municipal legislation and regulations will be observed at all times,

Operating Guidelines:

1. The Library does not charge a rental fee for non-profit/community service organizations.
2. The rental fees for individuals and for-profit commercial/business organizations are outlined in the Library's fee schedule policy (OP-13)
3. The CEO, or designate is responsible to:
 - a) authorize use of the room, including indicating whether renters may conduct for-profit or business activities (e.g. selling of goods or services) on Library premises
 - b) not knowingly permit an individual or group in contravention of the Criminal Code of Canada to rent the Library facilities
 - c) accept or refuse a reservation, or cancel any booking at her/his discretion
 - d) set and review rental fees, as required
 - e) follow the conditions set out in Appendix A

Related Documents:

MLPL OP-01 User Code of Conduct
 MLPL OP-13 Fee Schedule
 MLPL OP-16 Closure for Emergencies
 MLPL OP-17 Safety, Security and Emergencies in the Library
 MLPL OP-29 Smudging
 MLPL Rental Agreement Form



Appendix A

Room Bookings

- a) rental of meeting rooms by an individual, group or business does not constitute endorsement by the Board of that individual's, group's or business' beliefs or policies
- b) Library programs, services, meetings, and events have first priority, after which other applications will be considered on a first-come, first-served basis
- c) meeting room use will not disrupt regular Library functions
- d) bookings will be during regular Library hours unless special arrangements have been approved by the CEO
- e) room access will be available during the time booked, with the booking including time for set-up or take down, if required.
- f) payment arrangements, including timing of payment, will be agreed upon at the time of booking
- g) emergencies affecting the Library, including Library closures due to inclement weather, will result in cancelled bookings

Room Usage:

1. The Library does not:
 - a) accept responsibility for lost or stolen articles
 - b) provide storage space
2. Library staff may supervise:
 - a) use of the room
 - b) set up, take down and clean-up
3. The following will be permitted:
 - a) use of materials or decorations on the walls, with prior approval.
 - b) non-alcoholic refreshments and food served in the meeting room
 - c) cell phone use with attendees requested to use language, tone and volume respectful of others
 - d) smudging in accordance with the Library's Smudging Policy OP-29
4. The following will **not** be permitted:
 - a) alcohol consumption in the meeting rooms except under special arrangements and with proof of a valid liquor licence
 - b) use of open flames, smoke or odour produced by burning aromatic substances such as candles or incense
 - c) smoking
5. The renter will be responsible to:
 - a) complete the MLPL Rental Agreement form
 - b) comply with the maximum posted occupancy of the meeting room
 - c) ensure the gathering is conducted in accordance with the Library's User Code of Conduct Policy OP-01
 - d) leave the room in the condition that it was received and agreed upon by staff.
 - e) compensate the Library for any damage to the Library building and/or its furnishings and

equipment

- f) compensate the Library for any extra charges incurred i.e. staff needed to clean the room after a rental, police called out due to security concerns (alarm set off)
- g) agree to hold the Library harmless for any loss, damage, liability, costs, and /or expenses that may arise during, or to be caused in any way, by such use of the Library